

CITY OF DAMASCUS

CLASSIFICATION: ADMINISTRATIVE SPECIALIST III

Department: Community Development and Public Works
FLSA: Non Exempt

Salary Range: 6
EEO Category 6: Office Clerical

DESCRIPTION

Performs a variety of more complex administrative support activities within an assigned area of duties. Provides direct support to department directors and others as assigned. Serves as backup to the City Recorder. Assists the public in person and on the telephone; gathers, prepares and inputs data. Prepares correspondence; proofreads and edits information; files, and performs a variety of related clerical and paraprofessional activities in assigned area of responsibility. This is a full journey level classification within the administrative specialist series. Employees in this classification are fully aware of the operating procedures and policies of the work unit and receive only occasional instruction or assistance as new or unusual situations arise. This classification is distinct from the Administrative Specialist I and II classifications by the distinct and complex area of duties and data analysis assigned.

DUTIES AND RESPONSIBILITIES

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers the telephone and assists the general public in person; responds to public inquiries in a courteous manner; provides information and directs citizens to appropriate staff. Collects information regarding more complex inquiries and refers to appropriate person for follow-up as necessary.
2. Serves as assistant to the Community Development Director and other directors as assigned. This may include: prepares Planning Commission or other meeting agendas and packets; serves as secretary for Planning Commission; attends meetings and takes minutes; oversees and maintains department office filing system; and performs other duties as necessary. Composes, types, edits, and proofreads a variety of documents including letters, minutes, reports, agendas, etc.
3. Serves as backup to the City Recorder. This may include: prepares Council agendas, packets, serve as secretary for Mayor and City Council, City Manager, Elections Officer and any other City Recorder duties as necessary. Composes, types, edits, and proofreads a variety of documents including letters, minutes, reports, agendas, etc.
4. Provides administrative support to City department heads. Performs a variety of data entry functions; inputs data from various sources; and ensures data is posted accurately. Develops and maintains databases as required.
5. Coordinates with public officials, the general public and City staff members on department activities, meetings, etc. Relays agency rules, regulations, functions, procedures, and guidelines. Refers public or officials to appropriate professional staff member for explanation or interpretation of codes or regulations.
6. Provides support for public involvement activities, including City-wide events and committees. May

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- be responsible for logistics of assigned activities. Purchases City supplies and necessary items for meetings, etc
7. Creates and maintains departmental files. Performs research projects and compiles data for inclusion in reports or other work product.
 8. Receives fees and payments, prepares and ensures accuracy of cash receipts and petty cash. May assist in the preparation of departmental budget. May track departmental revenues and expenditures.
 9. Prepares and distributes agenda packets in coordination with Community Development Director for a variety of citizen committees. Attend meetings and transcribe minutes.
 10. Assists in the development and maintenance of City's website.
 11. Archives records and retrieves records in accordance with State records law.
 12. Assists the public, public officials and other employees in a friendly and courteous manner.
 13. Compiles data for a variety of narrative and statistical reports; analyzes data; makes recommendations based on findings; prepares correspondence and technical reports.
 14. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
 15. Contributes to a positive team atmosphere at the City.
 16. Has regular and punctual attendance.
 17. Performs assigned duties during an emergency situation.
 18. Performs other duties as required.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

a) Education and Work Experience

- i) Four (4) years of increasingly responsible related experience including secretarial or administrative assistant responsibilities; and,
- ii) High School diploma or GED is required. Specific training in office practices and general clerical skills is preferred.

2. Necessary Knowledge, Skills and Abilities

a) Knowledge of:

- i) Office practices, procedures and equipment.
- ii) Standard business English composition, spelling, grammar, and punctuation.
- iii) Intermediate to advanced level of word processing, database and spreadsheet software and functions.
- iv) Legal parameters for public meetings, elections and other City Recorder functions.
- v) Modern office practices and office equipment including computer systems and their applications.

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- b) Skill to:**
- i) Operate office equipment and a variety of word processing and software applications.
- c) Ability to:**
- i) Create documents in Word, Excel and other job specific operating systems.
 - ii) Compose correspondence in an effective style and standardized business format.
 - iii) Maintain filing and record keeping systems.
 - iv) Prepare complex reports, correspondence and records.
 - v) Take and transcribe minutes of meetings.
 - vi) File notices for public hearings and open meetings within legal mandates.
 - vii) Learn, apply and explain in detail the City and departmental policies and procedures.
 - viii) Work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
 - ix) Greet the public and respond to inquiries in a courteous and professional manner both in person and on the telephone or via e-mail and maintain confidentiality of data when appropriate.
 - x) Manage public records systems according to State law.
 - xi) Interpret local, State and Federal laws and regulations regarding related field.
 - xii) Serve public notice of events and hearings according to legal mandates.
 - xiii) Work with citizens to reconcile payments.
 - xiv) Maintain confidentiality of sensitive information and documents as appropriate.
 - xv) Communicate effectively.
 - xvi) Establish and maintain positive working relationships.
 - xvii) Work as a team member and cultivate a team climate.
 - xviii) Perform the essential functions of the job.

3. Special Requirements

- a) Successfully pass the background checks and screening requirements of the City.
- b) Some positions in this classification may require the possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

4. Tools and Equipment Used

- a) All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including MS based word-processing and spreadsheets.

5. Supervision

- a) This position works under the supervision of the Community Development Director although the person may receive direction on projects from the Public Works Director, department head or Public Involvement Coordinator.
- b) This is not a supervisory position; however, may provide lead worker direction for Administrative Specialist I or II or temporary clerical workers.

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6. Work Environment

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

- a) Work is performed mostly in office setting.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: January 29, 2008

Revised: March 7, 2012